



The Commonwealth of Massachusetts  
Board of Building Regulations and Standards  
Massachusetts State Building Code, 780 CMR, 8th edition  
Building Permit Application To Construct, Repair,  
Renovate Or Demolish a One- or Two-Family Dwelling



OFFICE OF THE BUILDING DEPARTMENT

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APPLICATION TO CONSTRUCT, RENOVATE OR DEMOLISH A ONE OR TWO FAMILY DWELLING

This Section For Official Use Only

Building Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Signature: \_\_\_\_\_  
Building Commissioner /Inspector of Buildings

SECTION 1 - SITE INFORMATION

SECTION 2 - Construction Type: \_\_\_\_\_ Use group: \_\_\_\_\_

1.1 Property Address:

\_\_\_\_\_  
\_\_\_\_\_  
Zip Code \_\_\_\_\_

1.2 Assessors Map & Parcel Number:

\_\_\_\_\_/\_\_\_\_\_  
Map Number Lot/Parcel Number  
Builder's Lot No \_\_\_\_\_ Block \_\_\_\_\_

1.3 Zoning Information:

\_\_\_\_\_  
Zoning District Proposed Use

1.4 Property Dimensions:

\_\_\_\_\_  
Lot Area (sf) Frontage (lf)

1.5 Building Setbacks (l.f.)

Number of dwelling(s) \_\_\_\_\_

Front Yard		Side Yards (R/L)		Rear Yard	
Required	Provided	Required	Provided	Required	Provided
		/	/		

1.6 Water Supply (M.G.L. c. 40 s 54)  
Public ☐ Private ☐

1.7 Flood Information  
Zone \_\_\_\_\_ Outside Flood Zone ☐

1.8 Sewage Disposal Information  
Municipal ☐ On Site Disposal System ☐

SECTION 2 - PROPERTY OWNERSHIP/AUTHORIZED AGENT

2.1 Owner of Record:

Name: (Print) \_\_\_\_\_ Address : \_\_\_\_\_  
Signature \_\_\_\_\_ Telephone: \_\_\_\_\_

2.2 Authorized Agent:

Name: (Print) \_\_\_\_\_ Address \_\_\_\_\_  
Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

SECTION 3 - CONSTRUCTION SERVICES

3.1 License Construction Supervisor:

Construction Supervisor: \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Not Applicable ☐

License Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_

3.2 Registered Home Improvement Contractor:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Not Applicable ☐

Registration Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**SECTION 4 - WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c.152, S 25c(6))**

Workers Compensation affidavit must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the issuance of the building permit.

Signed Affidavit Attached Yes.....☐ No.....☐

**SECTION 5a - DESCRIPTION OF PROPOSED WORK (Check all applicable)**

New Construction ☐ Existing Building ☐ Repairs ☐ Alterations ☐ Addition ☐

Accessory Bldg. ☐ Demolition ☐ Foundation only ☐ Other:

Brief Description of Work:

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**SECTION 5b - CONSTRUCTION DETAILS**

# Bedrooms _____	# Floors _____	# Garages _____	Total Decks & Porches _____ s.f.
1 <sup>st</sup> Floor _____ s.f.	2 <sup>nd</sup> Floor _____ s.f.	3 <sup>rd</sup> Floor _____ s.f.	
Garage _____ s.f.	Unfinish Bsmt _____ s.f.	Finished Bsmt _____ s.f.	Tot Living. Area S.F. _____

**SECTION 6 - ESTIMATED CONSTRUCTION COST**

Item	Cost	For Official Use Only	Amount
1. Building		(a) Building Permit Fee	
2. Electrical		Estimated Cost (Dollars)	
3. Plumbing		Building Permit Fees (a)+(b)	
4. Mechanical (HVAC)		Check Number	
5. Fire Protection			
Total= 1+2+3+4+5			

**SECTION 7a - OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNERS AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT**

Homeowner authorizing an agent to obtain the building permit

I \_\_\_\_\_; as Owner of the subject property  
hereby Authorize \_\_\_\_\_ to act on  
my behalf, in all matters relative to work authorized by this building permit application.

Signature of Owner

Date

**SECTION 7b - OWNER/AUTHORIZED AGENT DECLARATION**

Person obtaining the building permit

I \_\_\_\_\_; as Owner/Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief.

Signed under the pains and penalties of perjury.

Print Name

Signature of Owner/Agent

Date

**DESCRIPTIONS/COMMENTS:**

(Finished areas only)

1 <sup>st</sup> Floor s.f.
2 <sup>nd</sup> Floor s.f.
3 <sup>rd</sup> Floor s.f.
Finished Basement
Unfinished Basement:
Other:
Total s.f. Living Space.
Deck s.f.
Garage s.f.
Storage s.f.
<b>Fee based on B.O.C.A. fee schedule</b>
<b>Mechanical Permit # and Cost of Permit</b> _____ / \$ _____
<b>Building Permit &amp; Mechanical Permit</b> _____ + _____ = _____ <b>total</b>
<b>Automatic Sprinkler System Provided</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Market Rate</b> <input type="checkbox"/> <b>Affordable Rate</b> <input type="checkbox"/>
<b>Subdivision Name</b>

“780 CMR 5111.0 PERMITS 5111.1 Action on application: The building official shall examine or cause to be examined all applications for permits and amendments thereto within 30 days after filing thereof. If the application or the construction documents do not conform to the requirements of 780 CMR and all pertinent laws under the building official’s jurisdiction, the building official shall reject such application in writing, stating the reasons therefore. If the building official is satisfied that the proposed work conforms to the requirements of 780 CMR and all laws and ordinances applicable thereto, the building official shall issue a permit therefore.”

**NOTES:**

1. An Owner who obtains a building permit to do his/her own work, or an owner who hires an unregistered contractor (not registered in the Home Improvement Contractor (HIC) Program), will ***not*** have access to the arbitration program or guaranty fund under M.G.L. c. 142A. Other important information on the HIC Program and Construction Supervisor Licensing (CSL) can be found in 780 CMR Regulations 110.R6 and 110.R5, respectively.

## CHECKLIST FOR APPLICATION

1. ☐ Zoning Application Included
2. ☐ Signed contract between homeowner and the registered home improvement contractor subject to MGL c 142A
3. ☐ In lieu of submitting a signed contract as the owner of record, the owner shall submit  
Signed Affidavit for Home Improvement Contractor Required Contract Terms
4. ☐ 3 Sets of plans for the building or structure
5. ☐ Mechanical Application (If applicable)
6. ☐ Site Plan prepared by Engineer or Registered Land Surveyor showing location of buildings or structure to lot  
lines also proposed location of new structures as per 780 CMR 110.10
7. ☐ Sewer Department Approval or Approved Septic Plan
8. ☐ Water District Approval Letter
9. ☐ Well Water Quantity & Quality Approval certificate from the Board of Health
10. ☐ Smoke Detector Application From The Fire Department
11. ☐ Driveway Permit from The Highway Department (If applicable)
12. ☐ Copies of Variances or Special Permits Granted by The Planning Board or Zoning Board of Appeals or  
any other Town Boards
13. ☐ Worker's Compensation Certificate
14. ☐ Insurance Binder from Insurance Company made out to the Town of Grafton
15. ☐ Homeowner License Exemption (If applicable)
16. ☐ Copy of Construction Supervisor License  
Type Description  
☐ U Unrestricted (up to 35,000 Cu. Ft.)  
☐ R Restricted 1&2 Family Dwelling  
☐ M Masonry Only  
☐ RC Residential Roofing Covering  
☐ WS Residential Window and Siding  
☐ SF Residential Solid Fuel Burning Appliance Installation  
☐ D Residential Demolition
17. ☐ Copy of Home Improvement Registration (If applicable)
18. ☐ Statement for disposal of debris (If applicable)
19. ☐ Massachusetts Energy Compliance Report
20. ☐ All monies due to the town must be paid (Certificate of Good Standing)
21. ☐ Modular Homes: All of the above and see special requirements for Modular Home Written certification  
from the manufacturer for the person responsible for setting the units. Construction supervisor to  
obtain permit--homeowner cannot obtain the building permit

Building Notes:
